

<p><b>SUPERIOR COURT OF CALIFORNIA</b></p>  <p><b>COUNTY OF ALAMEDA</b></p>	<p><b>JOB ANNOUNCEMENT</b></p> <p><b>EOE/ADA*</b></p> <p><small>*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929</small></p>	<p><b>24 HOUR JOB HOT LINE #</b></p> <p><b>(510) 208-3906</b></p> <p><a href="http://www.alameda.courts.ca.gov/courts">www.alameda.courts.ca.gov/courts</a></p>
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## **ASSISTANT FINANCE DIRECTOR**

**SALARY RANGE:** **\$3,235.20 - \$4,203.20 Bi-Weekly plus Management Benefit Package**  
(1% Cost of Living Adjustment is anticipated July 2, 2007.)

**FILING DEADLINE:** **Wednesday, June 27, 2007 at 5:00 p.m.**

**FILING REQUIREMENTS:** **Completed court application form PLUS Supplemental Questionnaire**

Please send completed application & supplemental questionnaire to:  
**Superior Court of California, County of Alameda**  
**Human Resources & Labor Relations Bureau**  
**1225 Fallon Street, Room 105**  
**Oakland, CA 94612**

### **The Organization**

The Superior Court of California, County of Alameda is a state trial court whose mission is to fairly and efficiently resolve disputes arising under the law, and to protect the rights and liberties guaranteed by the Constitutions of California and the United States. The Court is part of the judicial branch of government that consists of trial courts and appellate courts, including the California Supreme Court. The Judicial Council of California, supported by the Administrative Office of the Courts (AOC), establishes the rules and policies that govern trial court operations.

The Court serves over 1.5 million Alameda County residents in all trial court matters, including criminal, civil, juvenile dependency and delinquency, family law, probate and traffic cases. The Court currently has 16 locations, 99 courtrooms, 69 judges, 16 commissioners and more than 800 full-time employees. The Court handles approximately 340,000 cases per year and has an operating budget of approximately \$95 million. The Court collects more than \$25 million in revenues annually.

### **The Department**

The mission of the Finance Bureau is to support the overall mission of the Court by providing professional financial services to the Court and public by maintaining the highest standards of professional accounting, by developing the skills and knowledge of staff, by the use of innovative technology and by treating everyone who comes before the Court with dignity and respect.

The Finance Bureau is continually building a TEAM that strives to achieve the highest level of customer service as it provides accurate and comprehensive financial analysis and information. Finance Bureau staff are encouraged and empowered to achieve the Bureau's mission through the use of technologies and the application

of their financial skills and knowledge. Staff is expected to be results-oriented, and demonstrates a strong customer service orientation and a commitment to innovation and creative problem solving.

The Finance Bureau is in the midst of expanding and reorganizing. The Bureau is currently comprised of six primary functional areas: Accounting/Accounts Payable, Collections/Banking, Budgeting, Procurement, Payroll, and Facilities with 25 authorized staff positions. Current plans include centralizing and consolidating existing court staff and responsibilities that will nearly double the number of authorized positions.

### **The Position**

The Superior Court of California, County of Alameda is accepting résumés for the management level position of Assistant Director of Finance. Under the general administrative direction of the Director of Finance, the Assistant Director of Finance plans, organizes, directs, and coordinates the Court's financial management team engaged in day-to-day activities that include accounting, collections, procurement, budget development, banking, accounts payable, payroll, budget development, grants accounting and financial reporting, as well as providing administrative support to executive team managers and managers of a variety of other administrative support functions, including facilities management and jury services; and performs related duties as assigned.

### **TYPICAL DUTIES** (May include, but are not limited to the following:)

1. Assists in the planning, directing, and coordination of activities related to budget development and administration, fiscal and trust accounting, revenue collections, purchasing, capital planning, banking, facilities management, grant administration, contract administration, and other closely related administrative support operations.
2. Plans, directs, organizes, coordinates, monitors and evaluates the overall fiscal and financial operations of the Court; prescribes, controls and audits court accounting and financial systems; directs the development and implementation of court-wide fiscal policy and procedures, and auditing and financial control systems.
3. Directs the development of the annual Court budget, and monitoring of revenue and expenditure transactions.
4. Prepares and presents financial reports, and advises the Finance Director, Executive Officer and the Executive Team on financial matters and conditions; conducts fiscal analyses and prepares cost projections.
5. Verifies the legality of expenditures within the Court; makes and implements recommendations to improve the cost effectiveness of court operations; identifies operational problems and formulates appropriate solutions.
6. Prepares and supervises the preparation of all types of court budget documents and supporting materials; and monitors revenues and expenditures.
7. Coordinates the development and implementation of court-wide financial procedures and practices in accordance with state, court and local requirements; and provides court-wide budget and finance support services.
8. Interacts with AOC/Judicial Council staff regarding budget preparation and reports; and facilitates meetings, including court operations committees and workgroups.
9. Selects, trains, evaluates, coaches and disciplines staff directly and through subordinates; and maintains records for continuing supervision and management of the workload, operations and programs.
10. Performs other related duties as assigned.

### **Ideal Candidate**

The successful candidate will demonstrate the ability to motivate, build and maintain a strong accounting team; possesses excellent customer service skills; has a vision for creating innovative and cutting edge budget and finance programs; and has an established management track record as a leader on decisions and recommendations that are crucial for the overall effective operation and profitability of the organization; and has broad knowledge and skills covering major areas of governmental and public sector budgeting are essential.

The ideal candidate maintains a balance between management and technical skills; sets and communicates a clear vision of goals; adheres to high ethical, professional and performance standards; is approachable and has a collaborative management style; solicits and respects input from others; gains commitment of others by setting a positive example; and inspires employees to be accountable for their own personal development.

The priorities facing the Court and the Finance Bureau demand that the successful candidate have expertise in the following areas:

- Generally accepted accounting principles (GAAP) and principles prescribed by the Governmental Accounting Standards Board (GASB) as they apply to governmental and fund accounting.
- Working independently and exercising sound judgment.
- Maintaining cooperative relationships with various levels within the organization and with external agencies.
- Using technology tools.
- Financial management systems and procedures.
- Personnel management and supervision.
- Workload planning and multiple task management.

### **Professional Qualifications**

#### **Experience:**

Equivalent to five years of full-time experience in professional accounting, auditing and budget preparation and monitoring in the public and private sector that includes two years of management experience overseeing a division of professional staff performing these functions.

### **And**

#### **Education**

Graduation from an accredited college or university with a Bachelor's degree in business or public administration, accounting, finance or closely related field. A Master's degree in any of the above fields is highly desirable.

A Master's degree in accounting or finance from an accredited college or university may substitute for one year of the required professional experience.

#### **Certification:**

Possession of a Certified Public Accountant (CPA) certificate is desirable.

**Management Compensation and Benefits**

**Salary Range:** \$3,235.20 - \$4,203.20 bi-weekly, plus Management benefit package.

**Retirement:** Participation in the Alameda County Employees' Retirement Association, a 1937 Act Retirement Plan.

**Deferred Compensation Plan:** Employees may contribute annually to Alameda County's Deferred Compensation Plan.

**Medical/Dental:** The Court pays up to \$902 a month per employee for full medical and dental coverage for the employee and dependents.

**Life Insurance:** A term life insurance policy of \$25,000 with the option of purchasing additional supplemental insurance through management benefit plan.

**Management Benefit Cafeteria Plan:** The Court provides \$1,500 a year for unreimbursed medical and dental costs, additional insurance coverage and dependent care; \$800 job-related expense reimbursement plan.

**Vacation:** 10 days annually for the first 4 years, 15 days after 4 years; up to 25 days after 20 years.

**Management Leave:** 4 days per year.

**Holidays:** 13 paid holidays and 3 floating holidays.

**Sick Leave:** Accrual of 13 days per year.

**GENERAL INFORMATION**

This is a full-time, FLSA exempt management level position. Employment is contingent upon successful completion of a fingerprint check and the provision of appropriate identifying documents to certify eligibility to work in the United States. This position includes a one-year probationary period. The finalist must be fingerprinted for criminal record check purposes and continued employment is contingent upon information received in the report.

The examination process will include three components as follows:

- (1) An initial screening of all application materials received by the filing deadline, including Court employment application and supplemental questionnaire.
- (2) A review of the application and supplemental questionnaire to select the best-qualified candidates for the oral interview.
- (3) An oral interview that will be weighted as 100% of the candidate's final score. The oral interview may contain situational exercises.

Failure to submit all the required application materials will result in disqualification in the examination and selection process.

The Court reserves the right to limit the number of candidates invited to the testing process to include only the best qualified candidates should a large number of candidates apply. Successful candidates in the initial application review will be considered further in the selection process.

The components of this recruitment and examination process are subject to change.

**APPLICATION PROCESS**

Qualified applicants are invited to apply by mailing, faxing or presenting an application form and supplemental questionnaire to:

*Application forms may be obtained at the  
Human Resources & Labor Relations Bureau,  
1225 Fallon Street, Room 105, Oakland,  
8:00 a.m.-5:00 p.m., Monday-Friday, at our website, [www.alameda.courts.ca.gov/courts](http://www.alameda.courts.ca.gov/courts)  
or by calling our 24-Hour Job Hotline at 510-208-3906.*

**Application materials will be accepted until 5:00 p.m. on June 27, 2007.** Please contact the Human Resources & Labor Relations Bureau at (510) 271-5153 if you have any questions about the position or the selection process.

Dist: All SCT; official bulletin boards; ACMEA Business Representative  
Re-opened on June 5, 2007 with an application filing deadline of June 27, 2007.

CW/lh

**ASSISTANT FINANCE DIRECTOR  
SUPPLEMENTAL QUESTIONNAIRE**

The examination process consists of an initial review of candidates' applications and supplemental questionnaires to verify possession of the minimum qualifications. Applicants who best meet the qualifications for this position will be considered further in the selection process.

A properly completed Supplemental Questionnaire must be submitted with your application. The questionnaire and the application form will be used in evaluating your qualifications. Please answer the following questions, and submit with your completed application form by 5:00 p.m. on June 27, 2007. *Failure to submit a Supplemental Questionnaire will result in disqualification.*

With respect to the relative experience, please provide the job title, employment period (beginning and ending dates), employer name, and major duties and responsibilities. Please answer the questions, using no more than one page per question for your response, and attach to your application package. Please include your name at the top of each sheet of paper.

1. Please describe your experience working in organizations with diverse employees and customers.
2. Describe the organizational structure of the employer where you held your highest position and/or longest tenure providing specific information on the number of employees you directly and indirectly supervised and the scope of your authority. Please explain the functions of the departments or functional work groups in the organization.
3. Describe your experience in governmental accounting. Specify if the experience has been at the local, county or state level, and describe the accounting complexity of the organization. If you have not had governmental accounting experience, please describe your accounting experience and describe the accounting complexity of the organization.
4. Describe your management and/or supervisory experience and your management style. Include the following information in your response:
  - a) Number and classification titles of the support staff you supervised.
  - b) Methods you have utilized to motivate your staff.
5. Describe your familiarity with financial hardware and software programs. In particular, address any involvement you may have had implementing new software.
6. Describe your experience implementing new procedures for financial operations. Please include information about how and/or if you were able to get staff "buy-in" on the new procedures.

***I hereby certify that all information presented is true and based on my background, skills and work experience. I agree and understand that misstatements or omissions of material facts herein may forfeit my rights to any employment in the service of the Superior Court of California, County of Alameda.***

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_